

gram”; AF Manual 23-110 Vol 2 CD, *USAF Standard Base Supply Systems*; Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulation (CFR) 1910.1200, *Worker Right-to-Know Act*; Environmental Protection Agency (EPA) 40 CFR 355; and others. This instruction does not address the procurement, use, or disposal of radioactive material.

2.1. Bioenvironmental Engineering Flight (SGPB). An office of the 377th Medical Group

(377 AERMS/SGPB) on KAFB responsible for occupational health initiatives and compliance programs, their development and implementation and monitoring the compliance programs of all KAFB wing (host) and non-DOE associates with applicable federal, state, local, and Air Force occupational health regulations.

2.2. Code of Federal Regulations (CFR) . General and permanent law binding rules published in the Federal Register by the Executive departments and agencies of the federal government.

2.3. Depot Maintenance-Hazardous Material Management System (DM-HMMS). DM-HMMS is a computer software system designed to provide a management tool for HM issue control, use, storage, and tracking.

2.4. Distribution Service Center (DSC). A support function established for larger HM users to centralize and facilitate HM acquisition for collocated workplace shops/zones.

2.5. Environmental Management Division (EM). Staff agency of the 377 ABW responsible for environmental initiatives and compliance programs, their development, implementation, and monitoring the compliance programs of all KAFB wing (host) and non-DOE associates with applicable federal, state, local, and Air Force environmental regulations.

2.6. Federal Register . A uniform system for making available regulations and legal notices issued by federal agencies.

2.7. Hazard Communication Standard (HAZCOM). Public law established by OSHA in 29 CFR 1910.1200, "Worker Right-To-Know-Act." HAZCOM requires chemical manufacturers or importers to assess the hazards of chemicals which they produce or import and all employers to provide information to their employees about the hazardous chemicals to which they are exposed. This is accomplished by a written communication program which includes labels and other forms of warning, material safety data sheets, and information and training. The following are specifically exempted from HAZCOM controls within the provisions of 29 CFR 1910.1200:

2.7.1. Hazardous waste.

2.7.2. Wood or wood products.

2.7.3. Finished articles.

2.7.4. Food, drugs, cosmetics, or personal hygiene products such as hand soaps, lotions, and deodorants if used in the same manner as they would be used by a consumer.

2.7.5. Assets (metal stock, wood, plastic, etc.) are not considered hazardous material in the sense that they must be authorized for use on a KAFB Form 392, *Chemical/Hazardous Material Authorization Request*. However, all potentially hazardous operations must be evaluated to determine if a potential hazard exists.

2.8. Health Hazard Approval List (HHAL). A listing of HM for which use has been authorized for a given organization. The HHAL is compiled from approved KAFB Forms 392 and used by the Haz-

ardous Material Cell (HMC) demand processing personnel to verify authorization prior to processing requests for HM. Requisitions for HM not on an organization's HHAL will be denied.

2.9. Hazardous Material Cell (HMC). Single point-of-entry (POE) for all HM requisitions, whether stock item or local purchase. The HMC is staffed with all personnel required to facilitate the procurement of HM in compliance with KAFB HM management policies and directives. This staffing includes on-site representatives from Environmental Management (EM), Bioenvironmental Engineering (SGPB), Phillips Laboratory Operational Contracting Division (PL/PKO), and Base Supply (LGS), as a minimum. The HMC is located in Building 1010, Room 128-A.

2.10. Hazardous Material Integrated Process Team (HMIPT). A team chartered under the auspices of the 377 ABW commander to address issues relative to HM, hazardous material control and management (HMCM), and compliance with HM laws and regulations. The HMIPT is a subcommittee aligned under the Hazardous Material And Waste Management Branch of the Environmental Management Division which falls under the direction and guidance of the base Environmental Protection Committee.

2.11. Hazardous Material (HM) . Any substance or material, in any quantity or form, that has the potential to harm human health or the environment. HM includes material which are physical hazards. Specific hazardous substance definitions may be found in OSHA 29 CFR 1910.1200; 29 CFR 1910.1000, subpart Z, *Toxic and Hazardous Substances*; EPA 40 CFR Chapter 1, Table 302.4, Section 261.33, Section 302 of SARA Title III, *The EPA List of Lists*; and Department of Transportation 49 CFR Section 172.101, *Hazardous Material Table*. Hazardous material stock class numbers and their definitions can be found by using Federal Standard 313C, Table I and II in lieu of specific information.

2.12. Hazardous Operation. A process that produces hazards such as noise, or dusts, gasses, fumes, vapors, or mists that might be flammable, combustible, toxic, and or reactive.

2.13. Hazardous Waste (HW). By-products that can pose a substantial or potential hazard to human health or the environment when improperly managed. Hazardous waste is typically toxic, corrosive, ignitable, explosive, and or chemically reactive. Additional definitions of HW can be found in 40 CFR, Part 261, *Identification and Listing of Hazardous Waste*.

2.14. Material Safety Data Sheet (MSDS). A summary of safety, health, and emergency response information provided by the product manufacturer or distributor. The MSDS contains information about the material hazards. An MSDS for the HM being procured must be in the possession of the user before the HM is issued or available with the issue of the material.

2.15. Pharmacy Program. A concept developed by AFMC to automate and centralize the tracking, procurement, receiving, and distribution of HM. The Pharmacy program elements are:

2.15.1. Hazardous Material Management Automatic Data Processing System

2.15.2. Hazardous Material Cell

2.15.3. Hazardous Material Central Receiving

2.15.4. Dispensing facility (optional)

2.15.5. Hazardous material distribution point

2.15.6. Hazardous Material Management Integrated Process Team

2.16. Physical Hazard . Any chemical that is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable reactive, or water reactive.

2.17. Zone. A zone is defined as a person, or a group of people who, as a result of their work, share a common set of potential or actual exposures to workplace health hazards. On KAFB, zones are defined, established, and assigned an identifying symbol by SGPB.

3. Policy and Procedures .

3.1. Absolutely no hazardous material will be brought onto KAFB until that material is authorized for use in each specific process or application and all other requirements for its possession and use as stipulated in this document are met.

3.2. Wing authorization is required for each individual item of HM used, stored, or in any way maintained on KAFB. Office of primary responsibility for the authorization process is the HMC. A KAFB Form 392 must be submitted for each item of HM used, stored, or in any way maintained on KAFB, and for each separate process or application of that HM. Completed forms will be submitted to the HMC for authorization review by EM, SGPB, and base fire, and safety department personnel.

3.3. All organizations (wing and associates) will submit all procurement actions for hazardous material to the HMC to facilitate data capture necessary for regulatory reporting compliance and to ensure that authorization to use that material has been obtained.

3.4. Absolutely no hazardous material will be used in any process or application unless that material has been authorized for use for that organization by the HMC (through the authorization process described in paragraph 3.2) for each specific process or application.

3.5. Absolutely no unauthorized hazardous material will be stored or maintained by any KAFB organization.

3.6. Absolutely no employee will be assigned duties entailing handling and or exposure to HM until training requirements are met as determined by appropriate regulatory guidance. Specialized HM training is required to ensure personnel safety and safe handling, storage, utilization, and disposal of HM.

3.6.1. The training must, as a minimum, inform the employee in regards to all elements of the Hazard Communication Standard as outlined in 29 CFR 1910.1200.

3.6.2. The training must be provided to the worker before initial assignment to any assignment that may expose the worker to the hazards of HM.

3.6.3. The training must include function specific elements and be updated whenever a new hazard is introduced to the workplace. Function specific training is generally provided by the employee's supervisor and is intended to inform the employee of hazards specific to his or her work assignment and workplace. As a minimum, an employee will be trained to recognize signs and symptoms of overexposure, available methods of exposure control, personal protective equipment requirements and utilization methods, and appropriate spill or emergency response actions.

3.6.4. All training must be documented and the documentation kept current. Federal law requires that documentation of worker training in compliance with 29 CFR 1910.1200 be maintained in the workplace and available for inspection by federal, state, and KAFB safety and environmental compliance inspectors.

3.6.5. Qualified instructors must conduct all training. For an example of instructor qualification standards refer to 29 CFR 1910.120 (e) (ii) (5).

3.7. All processes that use HM will be reviewed so that the smallest quantity of the least hazardous material that can support any given process or application is identified.

3.8. All HM, unless specifically exempted within the provisions of the HMC process instruction, will enter KAFB through the central receiving function operated by Base Supply, labeled with a HM tracking label, and issued accordingly. Items procured outside of standard base supply will be routed through Central Receiving for labeling and entry into the tracking system immediately upon being brought onto KAFB premises.

3.9. Wing and associate organizations may establish International Merchant Procurement Authorization Card (IMPAC) accounts for the purchase of hazardous materials.

3.9.1. Organizations requesting this privilege will be required to maintain an individual account exclusively for HM.

3.9.2. The card will be maintained by the Phillips Laboratory Directorate of Contracting (PL/PK) buyer assigned to the HMC.

3.9.3. All preliminary processing will be the responsibility of the organization requesting the procurement action; however, the contracting buyer is the only person authorized to contact the vendor to make the actual buy.

3.9.4. HM Pharmacy program controls still apply once an IMPAC account has been established.

4. Responsibilities .

4.1. The commander, 377th Air Base Wing , will:

4.1.1. Establish and implement a program for hazardous material control and management to include written base policies and directives.

4.1.2. Formally charter a Hazardous Material Integrated Process Team (HMIPT) to establish HM policy and instructions, disseminate information, and ensure compliance with all federal, state, local, and Air Force HM laws and regulations.

4.1.3. Assign the responsibility for Kirtland's Hazardous Material Management Program (HMMP) to the Environmental Management Division (377 ABW/EM).

4.1.4. Ensure all wing (host) and non-DOE associate activities are active participants in the hazardous material management program.

4.1.5. Ensure resource requirements of this plan are addressed and programmed as needed.

4.2. Hazardous Material Integrated Process Team (HMIPT) will:

4.2.1. Be aligned under the 377 ABW's Hazardous Material and Waste Management Subcommittee which reports directly to and falls under the guidance and direction of the 377 ABW Environmental Protection Committee.

4.2.2. Be comprised of representatives from the following organizations: Phillips Laboratory (PL) Operational Contracting Division, 58 Special Operations Wing Maintenance Squadron, Bioenvironmental Engineering, 150th New Mexico Air National Guard, Communications Squad-

ron, Transportation Squadron, Environmental Management, PL Safety and Environmental Quality, Base Supply, Civil Engineers, and Manpower Office. Other organizations such as Defense Evaluation and Support Activity (DESA), Field Command Defense Nuclear Agency (FCDNA), Sandia National Laboratories (SNL), and various hazardous material users will attend meetings as required or appropriate.

4.2.3. Provide multidisciplinary and interdepartmental expertise in developing, implementing, and operating the HMMP.

4.2.4. Meet according to the schedule set forth in the HMIPT charter or as directed.

4.2.5. Address and resolve management concerns related to operation of the Hazardous Material Cell (HMC).

4.2.6. Formulate recommendations to the 377 ABW commander for all aspects of the HMMP to ensure efficient and effective operation.

4.2.7. Ensure the HMMP meets the requirements of Air Force directives and local, state, and federal laws, policies, and regulations.

4.2.8. Review operational control processes and written management plans developed by the HMC.

4.2.9. Keep records of all meeting and actions of the HMIPT.

4.3. The Hazardous Material Cell (HMC) will:

4.3.1. Be staffed by representatives from Environmental Management, Bioenvironmental Engineering, Base Supply, and PL Operational Contracting Division.

4.3.2. Develop and implement written HMC process instructions (PI) that meet Kirtland's policy for hazardous material management and control. All PIs proposed by the HMC are subject to the approval of the HMIPT before formal implementation.

4.3.3. Serve as the installation focal point for all hazardous material issues and procurement activities.

4.3.4. Coordinate efforts of all wing (host) and non-DOE associate activities in establishing, implementing, and operating processes to control, track, and reduce the variety and quantities of HM in use, in storage, and disposed of as hazardous waste (HW).

4.3.5. Provide DM-HMMS user training at the distribution service centers (DSC).

4.3.6. Fulfill other duties and responsibilities as stipulated in HMC PIs as they are developed and adopted by the HMIPT.

4.4. Base Supply will:

4.4.1. Receive and process HM issue requests documents from wing (host) and non-DOE associate activities on Kirtland AFB: AF Form 2005, *Issue/Turn-In Request*, for national stock number (NSN) items, and DD Form 1348-6, *DOD Single Line Item Requisition System Document*, for items that do not have NSNs associated with them.

4.4.2. Verify that the requesting organization has authorization to procure the requested HM prior to processing any procurement document for all HM requests received .

- 4.4.3. Perform all necessary NSN research, stock control, and demand processing functions for those authorized HM requests received.
- 4.4.4. Provide properly labeled HM delivery to designated distribution service centers and zones.
- 4.4.5. Adjust HM stock demand levels to the lowest practical level to maintain minimum inventories, yet ensure customer service.
- 4.4.6. Research units of issue within the Standard Base Supply System (SBSS) that closely match the daily user process requirements.
- 4.4.7. Reduce HM duplication by providing effective research to locally assigned stock numbers.
- 4.4.8. Initiate the tracking process for all materials entering Kirtland AFB using the DM-HMMS.
- 4.4.9. Check all HM issue requests documents, AF Form 2005 and DD Form 1348-6, received against the Excess Material Log inventory as a first source for HM requisitions.
- 4.4.10. Track, record and report data as required in support of Pharmacy program measures of effectiveness (metrics) implemented by the HMIPT.
- 4.4.11. Screen all HM requisitions for quantities exceeding two or more units of issue and or exceeding five or more gallons. Requisitions that meet this criteria will be forwarded to the environmental representative for further review.
- 4.4.12. Fulfill other duties and responsibilities as stipulated in HMC PIs as they are developed and adopted by the HMIPT.

4.5. Environmental Management will:

- 4.5.1. Be the office of primary responsibility for the Pharmacy program on KAFB and provide the Pharmacy program manager, who acts as the chairperson for the HMIPT, and assign an additional environmental protection specialist.
- 4.5.2. The Pharmacy program manager will direct the day-to-day operational activities for all personnel assigned to the Hazardous Material Cell (HMC).
 - 4.5.2.1. HMC activities will support HMIPT approved tasks and priorities.
 - 4.5.2.2. The Pharmacy program manager will incorporate activities that support functional areas of responsibility.
 - 4.5.2.3. The Pharmacy program manager will provide input to performance evaluations, assist in writing position descriptions, and play a significant role in the final determination of personnel selected to staff HMC positions.

4.5.3. The Environmental Protection Specialist will:

- 4.5.3.1. Review all KAFB Forms 392 for environmental concerns as part of the HM **authorization** process.
- 4.5.3.2. Develop and implement pollution prevention initiatives and waste minimization procedures (material substitutions, process assessments, technology transfer, and recycling potential).
- 4.5.3.3. Report HM purchases and uses for each organization.

- 4.5.3.4. Ensure compliance with all federal, state, and local environmental regulations.
- 4.5.3.5. Compile monthly a list of all new KAFB Form 392 submissions and forward the list to base fire and safety departments for their review.
- 4.5.3.6. Function as the lead member of Pharmacy program compliance inspection team and generate the final inspection report.
- 4.5.3.7. Track, record and report data as required in support of Pharmacy program measures of effectiveness (metrics) implemented by the HMIPT.
- 4.5.3.8. Screen all HM requisitions exceeding two or more units of issue and or exceeding five or more gallons. Requisitions that meet this criteria will be reviewed to ensure Environmental Protection Agency 17 industrial toxics (EPA-17), ozone depleting substances (ODS), or other targeted HM containing products are appropriately authorized and potentially substituted for non or less hazardous products prior to procurement and final issue to a base organization.
- 4.5.3.9. Provide raw data in support of mandated regulatory reporting requirements.
- 4.5.3.10. Fulfill other duties and responsibilities as stipulated in HMC PIs as they are developed and adopted by the HMIPT.

4.6. Phillips Laboratory Operational Contracting Division will:

- 4.6.1. Review, process, award, and administer all approved HM requests on blanket purchase agreements, Standard Forms 44, *Purchase Order - Invoice Order*, purchase orders, and contracts.
- 4.6.2. Investigate alternative sources of supply for smaller units of issue if not available through Base Supply.
- 4.6.3. Develop just-in-time and indefinite delivery, indefinite quantity (IDIQ) contracts for HM used routinely and pursue minimum order quantities.
- 4.6.4. Maintain contract files for HM ordered.
- 4.6.5. Track, record and report data as required in support of Pharmacy program measures of effectiveness (metrics) implemented by the HMIPT.
- 4.6.6. Administer, implement, and maintain the International Merchant Procurement Authorization Card (IMPAC) accounts for the purchase of hazardous material.
- 4.6.7. Fulfill other duties and responsibilities as stipulated in HMC PIs as they are developed and adopted by the HMIPT.

4.7. Bioenvironmental Engineering will:

- 4.7.1. Administer and operate the assigned HM **licensing** process and review all KAFB Forms 392 for human health and safety impacts.
- 4.7.2. Review all KAFB Forms 392 for bioenvironmental concerns as part of the HM **authorization** process.
- 4.7.3. Establish HM zones, assign identifying zone symbols and maintain a log of zone assignments.

- 4.7.4. Review KAFB Form 392 and MSDSs to assess potential health hazards and assign health hazard codes in both the SBSS and DM-HMMS systems.
- 4.7.5. Act as the HMC point of contact (POC) for all customer requests for MSDS support.
- 4.7.6. Perform process assessments in workplaces using HM to assess potential health hazards and highlight opportunities for pollution prevention.
- 4.7.7. Provide technical review for all suitable substitutes recommended through pollution prevention activities prior to implementing .
- 4.7.8. Provide technical support to HMC members as required.
- 4.7.9. Participate as a member of the Pharmacy program compliance inspection team.
- 4.7.10. Track, record and report data as required in support of Pharmacy program measures of effectiveness (metrics) implemented by the HMIPT.
- 4.7.11. Fulfill other duties and responsibilities as stipulated in HMC PIs as they are developed and adopted by the HMIPT.

4.8. Communications Squadron will:

- 4.8.1. Provide hardware and software support as required to maintain Pharmacy program automatic data processing (ADP) assets in a fully operational condition.
- 4.8.2. Fulfill other duties and responsibilities as stipulated in HMC PIs as they are developed and adopted by the HMIPT.

4.9. Base Fire Department will:

- 4.9.1. Review all new authorizations for fire department concerns as participants in the HM **authorization** process.
- 4.9.2. Perform regularly scheduled facility inspections to ensure compliance with fire department regulations concerning the use and storage of HM.
- 4.9.3. Fulfill other duties and responsibilities as stipulated in HMC PIs as they are developed and adopted by the HMIPT.

4.10. Base and Associate Unit Safety Departments will:

- 4.10.1. Review all new authorizations for safety concerns as participants in the HM **authorization** process (base Safety Office only).
- 4.10.2. Perform regularly scheduled facility inspections to ensure compliance with safety and health regulations concerning the use and storage of HM.
- 4.10.3. Fulfill other duties and responsibilities as stipulated in HMC PIs as they are developed and adopted by the HMIPT.

4.11. Organizations that use hazardous materials will:

- 4.11.1. Follow and adhere to all policies and procedures developed by the HMIPT as detailed in this and other official documents, program instructions, and the KAFB Hazardous Material Management Plan (HMMP).

4.11.2. Assign an individual or individuals, as appropriate, the duties of hazardous material management coordinator. Coordinator responsibilities include:

4.11.2.1. Attend HMIPT meetings as requested by the chair of the HMIPT or as formally assigned.

4.11.2.2. Disseminate information provided by the HMIPT and other sources pertaining to hazardous material management and control.

4.11.2.3. Participation in all HMIPT decision making relative to hazardous material management and control.

4.11.2.4. Act as organizational POC for direction relative to the KAFB Form 392 and Health Hazard Approval List (HHAL).

4.11.3. Implement all applicable provisions of all KAFB HM management policies and directives, and in conjunction with appropriate KAFB support organizations (e.g., EM, SGPB, LGS) direct and ensure compliance with federal, state, local, and Air Force laws and regulations at the individual organizational level.

4.11.4. Establish procedures for updating the supervisor and employee zone assignments in the DM-HMMS. A supervisor and employee zone update will occur for all additions to a zone, deletions to a zone, and all temporary zone assignments, regardless of duration. DM-HMMS zone assignment changes will be provided to SGPB personnel at the HMC and will include the following information:

4.11.4.1. Employee name

4.11.4.2. Employee identification number

4.11.4.3. Employee zone assignment

4.11.4.4. Supervisor confirmation

4.11.4.5. Start and or stop date (as appropriate)

4.11.5. Apply for authorization for each valid HM requirement using a KAFB Form 392.

4.11.6. Work with the HMC to establish HM distribution service centers (DSC) where required and ensure that all DSC operator duties and responsibilities are fulfilled.

4.11.7. Provide personnel and supervision for each designated HM distribution service center.

4.11.8. Process all new HM requests at least two weeks prior to formal requisition to allow proper review by SGPB, EM, fire, and safety departments.

4.11.9. Ensure that only authorized HM is requisitioned.

4.11.10. Request only the amounts of HM required by any specific process or application.

4.11.11. Forward any organizational changes such as shop or organization codes, office symbols, building numbers, etc., and other pertinent records such as phone numbers and POC names to the HMC as they occur and provide an annual recertification of all records by 31 December of each year.

4.11.12. Establish and implement a program for hazardous material control and management (HMCM) to include written policies and directives for HMCM and minimization of hazardous

material within processes and applications. Specifically, reduce HM use and HW disposal by implementing any of the following procedures and processes in decreasing priority:

- 4.11.12.1. Eliminate or reduce at the source the use of the HM by changing or modifying the process.
- 4.11.12.2. Substitute a less hazardous or non-hazardous chemical in the process.
- 4.11.12.3. Reduce or eliminate generation of HW by improving process equipment efficiency.
- 4.11.13. Forward documented organizational procedures and policies as identified in 4.11.12. to the HMC EM representative.
- 4.11.14. Participate in the base Excess, Unused, Surplus, or Expired HM Redistribution and Control Program.
 - 4.11.14.1. Contact the Hazardous Material and Waste Management Branch (377 ABW/EMV) prior to the disposal of HM as a hazardous waste.
 - 4.11.14.2. Provide the 377 ABW/EMV with information necessary to redistribute this HM locally to authorized users (free issue) or nationally. Information includes manufacturer, national stock number, quantity, condition of HM (full or partial container, expired, etc.).
 - 4.11.14.3. Maintain ownership of the HM for a mandatory minimum 60-day waiting period unless a valid reason can be provided to waive this requirement. This waiting period allows 377 ABW/EMV staff time to record, advertise, and find an alternate user for this HM.
 - 4.11.14.4. Process HM for turn-in using pharmacy disposal authorization number issued by 377 ABW/EMV, if redistribution is unsuccessful.

5. FORMS PRESCRIBED . KAFB Form 392, *Chemical/Hazardous Material Authorization Request*.

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